



LOOKING FOR APPLICANTS INTERESTED IN THE POSITION OF:

**DATABASE ADMINISTRATOR**  
(EL PASO CONTRACT POSITION)

**MINIMUM QUALIFICATIONS:** Equivalent to a combination of an Associate's degree in Computer Information Systems, Microcomputer Technology or a related field, and one (1) year of systems programming using one or more advanced third or fourth generation command languages, (for example, SQL), relational database (for example, People Soft or KRONOS) management and network software support experience. Must be certified by Computing Technology Industry Association (for example A+), which includes passing the core module and specialty module for the City's existing computer platform, at time of application and maintain such certification throughout employment, or possess comparable software vendor certificated deemed appropriate by the requesting department (for example, as a Microsoft Certified Professional). Be available for work beyond workday hours as necessary.

**DUTIES:** Under direction, plan, develop, supervise and control multiple integrated databases in a distributed, multi-tasking, wide area network system. Analyze logical and physical requirements for database applications. Involves: Control and coordinate space management. Review database designs for correct normalization. Determine impact of new or modified databases on other interactive applications and across entire system. Lead and coordinate database design and operation. Involves: Develop standards regarding common data field structures. Create cross references for integrated databases. Writing database descriptions and specify database identifiers. Develop data models, their elements and use. Implement, maintain and instruct users and technical staff on use of query and decision support tools. Instruct technical staff in access of data. Conduct performance testing of programmer code to ensure efficient database access and proper use of indices. Resolve operational problems with administration and staff. Maintain database system integrity, accessibility, general security, and access privileges. Involves: Ensure accuracy of data conversion specifications, software installation, upgrades and maintenance. Develop, set up and initiate data recovery systems. Optimize system response and resources by tuning applications, database queries, system hardware and operating system. Maintain data file and date element references. Supervise assigned staff. Involves: Schedule, assign, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates, and recommend staffing and employee status changes. Interview applicants.

**COMPENSATION: \$ 47,023 - \$71,382**

**Annually renewed personal services contract with benefits package**

**Resumes will be accepted until April 7, 2006**

Interested individuals should send a detailed resume to:

Mr. Dave Rogers

City of El Paso/ Human Resources Department

2 Civic Center Plaza, 3rd Floor

El Paso, TX 79901-1196

Phone: 915-541-4298/ Fax: 915-541-4220/ E-Mail: [RogersDA@elpasotexas.gov](mailto:RogersDA@elpasotexas.gov)